



JOB POSTING
RESIDENT ACADEMIC COORDINATOR
A BETTER CHANCE (ABC) PROGRAM, WINCHESTER MA

A Better Chance (ABC) is a national non-profit organization that provides academically talented minority students with an opportunity to attend outstanding public and private secondary schools throughout the United States.

A Better Chance Winchester was founded nearly 50 years ago to offer qualifying young men with the opportunity to attend Winchester High School where they learn in an excellent educational program that affirms and nurtures their academic potential; provides opportunities to participate in the arts, community service, athletic and other extra-curricular activities; and helps them develop confidence and independence as they prepare for college and a lifetime as active and engaged citizens and effective contributors to society.

POSITION DESCRIPTION:

Currently serving six scholars (three Juniors and three Sophomores), Winchester ABC seeks a Resident Academic Coordinator to provide daily academic guidance, coaching, and mentoring, as well as supervision of mandatory study hours.

During the school year (late August- June), the Resident Academic Coordinator lives (optional, if desired) at the ABC House, located in the Winchester, MA town center. The Resident Academic Coordinator should be academically successful and familiar with the demands and performance levels required to succeed in a rigorous, challenging high school. The Resident Academic Coordinator's room and board are free, and a small stipend is also provided. Resident Academic Coordinators are typically graduate students or recent college graduates with 9-5 jobs.

The Resident Academic Coordinator must be at the ABC House and actively engaging with scholars Monday - Thursday, from 6:30 to 10:00 pm for family style dinner and mandatory study hours. In addition, the Resident Academic Coordinator is responsible for coordinating his/her schedule with the Resident Director(s) to ensure adult supervision in the house on evenings and weekends.

Specific responsibilities include:

- Supervising and supporting Scholars during study hours, to ensure that Scholars are able to complete all homework assignments on time and prepare adequately for tests and quizzes;
- Serving as resource for the Scholars on organization of academic materials and assignments as well as study skills and other academic issues;
- Coordinating in-house tutoring program;
- Supporting PSAT, SAT , and ACT preparation;
- Monitoring scholar performance and progress, including regular review of high school's online grading system and completion of quarterly academic reviews;
- Coordinating all activities with the Academic Advisor and Resident Director;
- Serving as a positive presence in the house and participating in some evening and weekend social events and activities;
- Serving as the on-site, adult supervisor in the house for one weekend each month;
- Maintaining a good relationship and balance of authority with the Resident Director(s) and Academic Advisor;
- Providing Academic Advisor, Resident Director and Board with recommendations for improving academic performance;
- Assisting Resident Director(s) and ABC Board with the selection of socially and culturally enriching activities for the ABC scholars.

QUALIFICATIONS:

The Resident Academic Coordinator should possess the following minimum qualifications:

- An academically successful, responsible, and flexible individual with BA/BS;
- Strong interpersonal skills, and experience tutoring or teaching adolescents;
- A mature, positive, visible presence in the ABC house and community;
- A commitment to inspiring and facilitating a high level of achievement tailored to individual student needs and abilities;
- Demonstrated ability to handle multiple constituencies effectively (The Resident Academic Coordinator is required to interact with the scholars, the Resident Director (s), Academic Advisor, ABC Board and at times with host parents, volunteers, and a multitude of others that support the ABC Scholars during their Winchester ABC experience.)

APPLICATION PROCESS:

Interested applicants should submit resume and cover letter to: jobs@winchesterabc.org

For more information about the Winchester ABC Program, visit our website at: www.winchesterabc.org